



PUBLIC NOTICE

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FEDERAL COMMUNICATIONS COMMISSION (FCC) TO HOLD APRIL 7, 2010 WORKSHOP ON DEVELOPMENT OF CONSOLIDATED LICENSING SYSTEM

MD Docket No. 10-73

On April 7, 2010, the Federal Communications Commission (FCC or Commission) will hold a workshop with staff and the public to explore legal and technical challenges associated with the development and deployment of an agency-wide Consolidated Licensing System (CLS). This workshop is part of the Commission's long-term reform initiative to examine certain functions of its current licensing and application systems in an effort to improve its spectrum management and to develop a transparent, easily accessible, data driven, efficient, cost-effective and green consolidated licensing system.

The workshop will be held in the FCC's Commission Meeting Room located at 445 12th Street, SW, Room TW-C305, Washington, D.C, beginning at 10:00 a.m. Interested members of the general public are encouraged to attend the meeting. The Commission invites the public to provide significant input into this process so as to inform its decision making in regard to improving system functionality. Admittance will be limited, however, to seating availability. Except as noted below, registration is not required. The Commission will also provide audio and/or video coverage of the meeting over the Internet from the FCC's web page at www.fcc.gov/live. During the workshop, audience members will have the opportunity to suggest questions in writing. Remote participants will be able to suggest questions in writing over the internet through Web-Ex. Web-Ex will also enable remote participants to view materials presented at the workshop. To employ the Web-Ex tool, users must register at <https://fccevents.webex.com/fccevents/onstage/g.php?t=a&d=990665734>. Questions will be reviewed and, time permitting, may be asked by the moderators. Prior to the workshop, questions can be emailed to pat.rinn@fcc.gov (please put "CLS Workshop questions" in the subject line). Those planning on attending should allow up to 30 minutes to pass through security.

This Public Notice provides a general overview of the Commission's current licensing systems and offers a high-level description of some of the new features under consideration for the consolidated system. The Public Notice identifies the participants and major topic areas for the staff workshop, the purpose of which is to maximize the exchange of information between the public and the FCC on the proposed processes. Finally, this Public Notice serves to open a docket, MD Docket No. 10-73, to consider the issues surrounding the proposed consolidated

licensing system that will allow the Commission to include in the public record any minutes of or presentations made at the staff workshop.

A Notice of Proposed Rulemaking will be forthcoming after the workshop(s) have been completed, and all suggestions considered. Because of the complexity and size of this project, the Commission expects to deploy the new consolidated licensing system in phases. While the consolidated system will be implemented over a period of years, many new features will become available once a service is deployed.

The Commission has established a page for the CLS on its “Reboot” web site and interested parties can participate in on-line discussions there -- <http://reboot.fcc.gov/reform/systems/cls>.

I. Background and Overview of Proposed Consolidated Licensing System

The licensing systems and databases currently used by the Commission’s Bureaus and Offices include:

- The **Antenna Structure Registration System (ASR)** (managed by Wireless Telecommunications Bureau (WTB) for the Commission)
- The **Cable Operations and Licensing System (COALS)** (managed by the Media Bureau (MB))
- The **Consolidated Database System (CDBS)** (managed by MB)
- The **Experimental Licensing System (ELS)** (managed by the Office of Engineering and Technology)
- The **International Bureau Filing System (IBFS)** (managed by the International Bureau (IB))
- The **Universal Licensing System (ULS)** (managed by WTB and Public Safety and Homeland Security Bureau (PSHSB))

The Wireline Competition Bureau (WCB) currently does not have an online filing system and handles all license processing manually. The FCC is considering transitioning WCB’s manual filing system for applications made pursuant to Section 214 of the Telecommunications Act to the new consolidated system. In addition, the Commission anticipates that other electronic applications that currently provide access to data across multiple databases will be incorporated into the CLS, e.g., **General Menu Reports System’s (GENMEN)** search capabilities.

Potential New Features of the Consolidated Licensing System

Single Sign-On. Under the CLS, the Commission envisions that users will obtain access to all applications, licenses and authorizations associated with the FRN under which the user has logged in. The information that would be available through this single sign-on will be added as each existing system is phased into the CLS.

Consolidated Commission Forms. Currently, each system identified above requires the use of different forms to file applications and license requests. Many of these forms have the same

purpose and include the same or similar questions, e.g., name, address, phone number. As part of its initiative to explore the creation of a consolidated licensing system, the Commission seeks to examine the potential of using a single form series intended for use among all applicants. The Commission foresees using a common “Main Form,” on which will be collected applicable information for all license and application types; Bureau-specific information for specific filing purposes and services would be collected through supplemental schedules as needed.

For example, a single form could collect general information about the reasons a party is making a filing, and seek more specific information in separate schedules. When filing applications electronically in the consolidated licensing system, users only would need to review and fill out general information and schedules relating specifically to their purpose. In addition, in many instances, users would be able to file a single form for multiple licenses or authorizations at the same time, e.g., updating an address, submitting construction notifications, or renewing authorizations.

Another example of consolidated forms could involve transfers of control and assignments of authorizations (transactions). Currently, each Bureau maintains its own form(s) related to transactions. A single form could be created that would allow users to combine authorizations that are administered across various bureaus on that single form.

Using consolidated forms and facilitating cross-Bureau application filings may require some degree of consolidating and standardizing existing rules and procedures. We encourage the public to suggest the types of policies and rules that could be consolidated across Bureaus to support the consolidation of forms in the CLS.

Finally, the Commission is considering requiring electronic filing of all new consolidated forms used in the CLS.

Application Filing. Once logged into the CLS, users could have access to something like a “CLS Manager” where “alerts” could be displayed based on the various applications and authorizations held by the user, including information such as: applications that were recently granted, applications where additional information has been requested, applications where fees need to be submitted, or authorizations where renewals or construction notifications can be submitted. In addition, users could have access through the CLS Manager to view each authorization that they hold and file applications related to the authorizations, as well as information about applications that have been either submitted or prepared, but not yet been submitted, to the Commission. As services are phased in, all future applications would be required to be filed from within the CLS Manager, such as applications for new authorizations, modifications to existing authorizations, applicable construction permits, authorization renewals, and amendments to pending applications.

The CLS Manager is expected to incorporate “enhanced application filing” functions, allowing users to move easily between sections of an application in any order that they choose. When users are ready to submit their completed applications, robust data validations would flag incorrect or incomplete information. In addition, applicants would have the ability to

map applications prior to submission in order to verify that locations and geographic areas of operation were entered correctly, where data to support mapping is supplied. An integrated help system would assist users navigate through the filing process. For certain types of applications (such as Amendments, Modifications, and Applications for License to Cover) we anticipate that certain required information will be pre-filled by the system automatically; thus, the filer would only need to enter any desired changes, reducing the possibility of errors.

In addition to the standard online method of entering applications, the CLS likely would allow filers to submit electronic applications in batched files using a pre-determined file format, enabling applicants to remotely submit a batch file that contains multiple applications. Edit checks would then be performed on the data contained within an uploaded batch file. Any errors encountered would be recorded and transmitted to the applicant so that it can make any needed corrections and resubmit the file.

Application Processing Time. The Commission anticipates that filing information electronically through the CLS would benefit users by providing verification that an application contains all required information, real-time confirmation that an application has been received at the Commission, and a file number to track the status of an application. In some instances, such as name and address changes, applications could potentially be processed and approved by the Commission on the same day. For other applications, the CLS could allow FCC staff to accelerate processing and review.

Courtesy Electronic Reminders and Notifications. As currently envisioned, the CLS would send courtesy electronic notifications to authorization holders in advance of a required action. For example, the system would be designed to send out an electronic courtesy renewal reminder letter prior to expiration of an authorization. In addition, the system may send a courtesy electronic notification to users after the occurrence of certain events or actions, such as a change to a user's registration information.

Outputs. The consolidated licensing system would give users the ability to find and view all their activity across the FCC in one easily accessible search screen, and would likely incorporate enhanced map-based searches and displays. With such Geographic Information System tools, users may be able to generate maps that show the geographic area covered by an FCC authorization or application. In addition, we foresee that users would be able to locate all authorizations or applications based on their physical location (e.g., within a specified distance around a center point). The Commission anticipates that the CLS would enhance the public's ability to access data, for example searching for individual applications or licenses; analyzing a designated set of applications or licenses with interactive tools; and accessing raw data to use as needed on an individual basis, for example, for a system user's desire to conduct a specific market based analysis. By making such data more easily accessible in a meaningful way, these enhanced functions would have the added benefit of increasing government transparency.

Centralized Customer Support. Users will have access to trained customer support staff via a toll-free number. In addition, users will be able to submit and track customer support requests electronically.

A “Green” System. To save taxpayer expense, speed responsiveness, and improve quality of the application data, the FCC expects to require that all future applications and filings be made electronically, with some limited exceptions as needed. Additionally, all outputs from the system (e.g., authorizations and letters) would be posted online in a secure environment for customer retrieval or sent to the customer by email, and not by conventional paper mail via the U.S. Post Office; customers, however, would retain the ability to “opt out” of receiving electronic correspondence.

We encourage members of the public to use the workshop to inform us of their opinions regarding the value of the features identified here. We also encourage the public to provide suggestions as to additional features and functions for the CLS.

II. WORKSHOP DETAILS

Due to the complex nature of the rules and business processes that accompany each of the Commission’s existing licensing and application systems, we anticipate that there will be many issues pertaining to the consolidation effort that are appropriate for discussion. This first workshop will focus on the issues identified here. Additional workshops will be held if needed to further discuss and refine system requirements. We intend to focus the initial on site and web-based interaction and discussions on those areas where consolidation is expected to be most challenging. We have and will continue to encourage the public to express preferences and concerns relating to the CLS on an ongoing basis through the Commission’s public Reboot.gov page dedicated to the CLS as well as the FCC docket that will be established for this process.

Each panel will include brief presentations from external (non-FCC) participants and an open invitation for input and questions that may be provided either in person or through web-based participation.

A. OPENING REMARKS (15 minutes): OBJECTIVES OF THE CLS

FCC Participants:	Mary Beth Richards, Special Counsel to the Chairman for FCC Reform Steven VanRoekel, FCC Managing Director Paul DeSa, Chief, Office of Strategic Planning and Policy Analysis
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PANEL MODERATOR:	Andrew C. Martin, FCC Chief Information Officer
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Note: FCC and External Participants for issue panels will be announced prior to the April 7 Workshop.

B. PANEL No. 1: Electronic Filing

Sample Topics and Questions for Discussion:

Industry and User Specific Issues. What are the major concerns raised for the broadcasting, international, wireline, satellite, and wireless industries and the public safety communities by the transition to required electronic filing where it is not already required?

Please discuss the implications of our effort to go green e.g., receiving application and authorization notifications by electronic mail, filing pleadings electronically, and electronic release of application or authorization-related public notices. Please provide comments specific to the kinds of service involved.

Availability of Data and Search Functionality to Licensees and General Public. How might the FCC and the public access and use application and licensing data in the CLS, e.g., to search for individual applications or licenses; to conduct more in-depth analyses regarding a larger set of applications or licenses with interactive tools; and to access raw data to use as needed on an individual basis, e.g., spectrum inventories or other market-based analyses?

What kinds of data uses by system users and the general public would be anticipated?

What kinds of data should the system collect to support various uses, such as broadband analysis or special temporary authority?

What kinds of mapping capabilities should be considered? What would be useful and to which user communities would these capabilities be most useful?

What historical data, e.g., tracking a license from issuance to the present (much like a title search) should be housed in the system?

What data from the legacy licensing systems should be identified and maintained in the new CLS?

How should the CLS handle filings and attachments that include confidential information?

PANEL No. 2: Forms, Notices and Terminology

Sample Topics and Questions for Discussion:

Completeness of Submissions; Notices to Filers.

Terminology Changes. Discuss methods for consolidating terminology across the Commission, e.g., “authorization,” “cancel,” “terminate,” “expire,” “return,” “dismiss,” “consent to,” “non-consummate.”

How should a person’s or entity’s contact information be submitted and maintained? For example, should it be the same as the information submitted and maintained by the Commission Registration System (CORES)?

Functionalities and Features. What functionalities would be most useful for entering information and other data into a CLS application, e.g., system pre-filling information already in the database; previewing an application before filling out all of the required data fields; allowing third-party access to “draft” applications?

What kinds of real-time processing, e.g., “error checks” where the system will notify the filer of errors as information is entered into the system; real-time filing; and real-time monitoring of applications and authorizations, should be incorporated into the system? What should not?

What kinds of messages to users would be most useful (application complete; application accepted for review; notice of receipt; other)? Should notices vary, depending on the service involved?

PANEL No. 3: Identifying Areas for Exception and the Process for Deploying the CLS to the Commission and the Public

Sample questions and topics for discussion:

Implementation and Deployment. What might be the best means for deployment of the CLS?

Phased-in Implementation and Conversion of Data. What industry- and user-specific issues would be associated with a phased-in approach to implementation? How should the FCC handle data conversion? How should the FCC approach improving the accuracy of current data?

Exceptions. What are some specific situations that may warrant a deviation from some of the procedures for applications that may be generally required by the consolidated licensing system?

Are there unique terms used in particular service(s) that have a meaning that would be lost if they are conformed to the terms used in other services? If so, please provide examples.

Are there procedures followed in processing applications for experimental authorizations, wireline service, broadcast, public safety, satellite or wireless service that might benefit from being conformed to those used in other services? In contrast, are there any unique procedures used in the processing of one type of application that should not be changed in the CLS?

Reasonable accommodations for people with disabilities are available upon request. The request should include a detailed description of the accommodation needed and contact information. Please provide as much advance notice as possible; last minute requests will be accepted, but may be impossible to fill. Send an email to fcc504@fcc.gov or call the Consumer and Governmental Affairs Bureau at 202-418-0530 (voice), 202-418-0432 (TTY).

FOR FURTHER INFORMATION CONTACT: Pat Rinn, Office of the Managing Director, (202) 414-1223 (voice) or Pat.Rinn@fcc.gov (email) or Rich Lerner, Office of the Managing Director, (202) 418-1495 (voice) or Richard.Lerner@fcc.gov (email).